



**BEACON**

North Carolina  
Office of the State Controller

## BEACON Pay and Time Supplemental Information

On April 1 more than 66,000 Group Two agency employees joined the 19,000 Group One agency employees already using the BEACON system. As with any change, there is an adjustment period needed before employees are comfortable using the system. The project team will continue to distribute information to help make the change more manageable. Suggestions regarding the type of information you would like to see can be sent to [beacon.comm@ncosc.net](mailto:beacon.comm@ncosc.net).

**TSERS** is an acronym which stands for **Teachers' and State Employees' Retirement System**. On employee pay statements generated out of the old system the word **retirement** appeared beside this deduction amount.

**Group Two agency employees will receive two W-2 statements in January.** One, covering January through March 2008, generated out of the old system. The other, covering April through December 2008, out of the BEACON system. For this reason, on Group Two agency employee pay statements, taxes do not reflect year to date amounts. Instead they reflect taxes being taken out beginning on April 1, 2008.

**On employee pay statements, Flexible Spending Account (FSA) amounts** are shown as being taken out beginning on January 1, 2008.

**ESS Generated Pay Statement**  
All employees in agencies using BEACON will be paid on either a bi-weekly or monthly pay cycle. All other pay cycles have been eliminated. Only Department of Transportation employees and temporary employees in all agencies will be paid on a bi-weekly basis. Most state employees will either print or view a copy of their pay statement using Employee Self Service. If an employee does not have access to Employee Self Service that employee's agency is responsible for printing and distributing the employee's pay statement. Following is a sample pay statement generated from Employee Self Service. ESS pay statements will be accessible from the BEACON portal for a minimum of five years.

Pay Period: 02/19/2008 through 02/26/2008 Check Date: 02/26/2008		Name: Yli Olin Organization: Office of State Controller		Payroll No: 00124797	
<b>Earnings</b>		<b>Net Pay</b>		<b>YTD</b>	
Current	301.75	1,235.97	3,481.13	* 318.05	301.75
YTD	10,077.66	401.46	2,940.21	3,221.15	401.46
<b>Payments</b>		<b>Net Deductions</b>		<b>YTD</b>	
Regular Salary	6,796.78	6,796.78	6,796.78	301.75	401.46
Paid Holiday	8.00	232.09	232.09		
Total Earnings	6,804.78	6,804.78	6,804.78		
<b>Tax Withholdings</b>		<b>Net Pay</b>		<b>YTD</b>	
Federal	Withholding	Marital	544.27	5,119.80	4,777.38
Federal	Social Security		111.76	423.17	3,628.83
Federal	Medicare		23.42	91.98	3,628.83
North Carolina	Withholding	Marital	307.69	4,077.80	4,777.38
Total Taxes	1,235.97	2,346.21			
<b>Payment</b>		<b>Account</b>		<b>Amount</b>	
Branch Bank & Street		American		1,481.13	
*** MESSAGES ***					

- Pay Period Beginning and End Date
- Employee Identification Number
- Earnings, to include:
  - Regular Salary
  - Overtime Pay
  - Vacation Leave
  - Holiday Leave
  - Other Types of Pay
- Pre-tax, Tax Deferred and Post-tax Deductions
- Individualized W-4 Withholding information
- Taxes
- Net Pay and Deposit Account Information
- Messages

*Note: This is sample pay statement meant to demonstrate where different pieces of information will appear on your pay statement in the BEACON System. Your pay statement may vary slightly depending on your pay rate, deductions, benefits plans, etc. Also, TSERS is an acronym which stands for Teachers' and State Employees' Retirement System.*

Please refer to the original pay statement poster for detailed pay statement information.

Employees categorized as **Positive Time/Actual Pay** must record all hours, including hours worked and leave taken each payroll cycle. Failure to record time will result in the employee not being paid.

**Positive Time/Exception Pay** employees must enter all time worked, as well as any absences or leave time used.

**Negative Time** employees are only required to record variations to their normal schedule, such as leave taken. Holiday Leave (9300) is not considered an exception.